

### **Administrative Assistant 3**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Department of General Services Central Procurement Office is looking for an Administrative Assistant to assist the Learning and Development Team. While this position's primary role is with the Learning and Development Team, this position may also provide a variety of administrative support functions across the Central Procurement Office.

The position is located in downtown Nashville and the monthly starting salary is \$2,769 - \$3,184 (determined on experience). Information regarding benefits can be found at [www.tn.gov/hr/employees1/benefits.html](http://www.tn.gov/hr/employees1/benefits.html). Qualified candidates should submit a resume and letter of interest to [DGS.Recruiting@tn.gov](mailto:DGS.Recruiting@tn.gov). Position will be posted until filled.

#### **Examples of Duties and Responsibilities**

- Editing and updating documents, including course manuals, job aids that are step by step instructions for procurement, and department communications.
- Creating and maintain training reports based on raw data.
- Providing technical support, in the classroom, by phone and email, to our customers.
- Support other administrative assistant duties in the Central Procurement Office as assigned.
- Running queries and processing/reporting data in required formats.
- Editing documents for grammar and spelling, as well as for technical accuracy, and formatting documents to meet state and department standards for publication.
- Learning new technical skills, and assisting others in the same.

#### **Requirements**

- Completion of an Associate's Degree from an accredited college or university; or
- 2 years of experience providing general administrative assistant duties in the private or public sector.
- Experience with Microsoft Excel, Word, and PowerPoint at an advanced level.
- Superior organizational and problem solving skills.
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Adaptable to change and exhibiting creativity in problem solving.